THE PORT AUTHORITY OF NY&NJ MEMORANDUM

TO: All Port Authority Directors and Managers at WTC
FROM: Nelson J. Chanfrau
DATE: November 18, 1993
SUBJECT: FIRE SAFETY TEAM COOPERATION

COPY TO: T. Cancelliere, G. Cummiskey, J. Davison, R. DiChiara, W. Goldstein, J. Haupert, C. Maikish

Recent conversations with Port Authority/WTC Fire Safety Team members have indicated a reluctance on the part of some P.A. managerial staff to support the actions of the Fire Safety Team. The importance of the essential responsibilities of the Team must be acknowledged and the role of the members of the Team must be the foundation of your floor evacuation plan.

First, it is important to recognize that the assignment to and subsequent duties and responsibilities of the Fire Safety Team are mandated by New York City Local Law Number 5.

Secondly, since Team members have been appointed by WTC-based PA managers, you must recognize Team members as the lead persons in any WTC floor emergency. As such, you must lead by example and follow the directions of the Fire Safety Teams during a fire drill or during an actual emergency requiring an orderly search and evacuation of the floor.

Your Fire Safety Team is an integral part of the Port Authority's efforts to make the WTC the safest building complex in the world. The World Trade Department has produced a video tape featuring the Fire Safety Team of the Comptroller's Department on the 69th floor. This production will give you a sampling of some of the very important functions performed by your Fire Safety Team.

If you have any questions regarding this important issue, please call me at (201) 216-2727.

Nelson J. Chanfrau
General Manager
Risk Management

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WORLD TRADE DEPARTMENT

RECOVERY AND REDEVELOPMENT PROGRAM

WEEKLY STATUS MEETING

December 1, 1993 - 8:00 A.M.

Next Meeting - Wednesday, December 8, 1993 - 8:00 AM
One WTC - 35 Floor, Main Conference Room

01 STRUCTURAL

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1. The work will now be scheduled on a two-shift, 7 day week, basis.
2. Switchover of PA system to be accomplished as part of Phase II.
3. **Concourse and Subgrade (phase 3) design are available for review and comments.**
4. **The Public Address system has now been authorized for all buildings.**
5. **Miscellaneous project authorization includes:**
   - **Implementation of "Style 7" wiring (providing total redundancy).**
   - **Conversion of the XL3 system (old system-smoke detectors, MERs) to the MXL system.**
   - **System crossovers (establishing 6 separate systems).**
   - **The rearrangement, reconfiguration and possible relocation of the IC boxes (providing interim interface capability).**
6. **WT staff and Hanscomb are in the process of developing a detailed schedule for all phases and stages.**
7. Pull stations/breakglass and warden phones are to be integrated into the Pyrotronics system. The Engineering Dept. has been authorized to complete Stage I design (sketches and estimate) for transfer. **Status?**
8. **Pyrotronics status meetings being held weekly.**

12 PATH HOOK-UP

1. VE workshop has been tentatively scheduled for mid-January.
2. Current plan is to remove generators on West St. by April / 94.

13 WIRELESS COMMUNICATION (RF) SYSTEM

F.K.

1. A "needs analysis" is required. In the process of retaining a consultant ~~(see Security VP. report for comments).~~

ACTION

14 POCC

1. P.A. Engineering is currently projecting a Spring 1996 completion date.
2. The V.O.A. will be located in this area for the season. **A decision is needed for its location after March 1994.**

15 POLICE AND SECURITY COMMAND CENTER AND SECONDARY OCC

1. Completion is presently being projected for January 1995.
2. Consultants have prepared a design program and are in the process of developing a functional layout for Police review.
3. Resolution of Security VP comments required.

16 T O C C

1. The TOCC functions are now being consolidated at the B1 7-7 desk location. The complete relocation from the Market Bar area is still in progress. **Status?** This will free up the area for the start of demolition in preparation for the construction of the Police and Security Command Center.

17 LIFE SAFETY CONCOURSE PROJECTS

A.S.

1. **Conceptual design is complete. Presently proceeding with contract documents. Woolworths corridor drawings to be issued December 6.**
2. **Project authorization has been prepared for Concourse Circulation Program early action items. Approval will be sought at the December Board meeting. Risk Management and the World Trade Department will be scheduling a presentation to the NYFD.**

18 PLAZA RESTORATION

1. See Section 01.

19 ASBESTOS ABATEMENT

1. Work has started on the abatement of A6, A7 (Lobby through 46th floor). Abatement is scheduled for completion Jan. 15, 1994. Re-fireproofing to follow.
2. The 14th and 74th floors will be ready for bid in 1-2 months.
3. **A pre-bid walkthrough was held last week.**

ACTION

20 ELEVATOR MODERNIZATION

F.K.

1. 1 and 2 WTC modernization contracts scheduled for bid by March 1994.
2. Documents for 4 and 5 WTC were sent to a select list of bidders (10 pre-qualified) on September 22 with bids due November 29 and award on or about December 15.

21 CONDENSER WATER

1. System 7 repairs are underway.

22 WINDOWS ON THE WORLD

A.S.

1. **8 potential operators were notified to proceed with phase 2. Due Jan.21, 1994.**
2. Environmental Engineering has submitted contract documents for review. Awaiting construction estimate.
3. It is anticipated that the work will be carried out by the "in-house" contractor (ACS). To be started Jan 1 / 94 under the terms of the new contract.
4. **Proceeding with opening of April 1995 (Easter).**

23 66" RIVER WATER LINE

1. Tentative schedules for award are as follows:
   -Interior portion / 4th Quarter 1993 **(bids received)**; Exterior portion / 1st Quarter 1994
2. **Community Board meeting is scheduled for January (exterior portion of water line will be presented).**

24 ELECTRICAL CAPACITY UPGRADE

1. Cable pulling procedures **under review** for structural requirements. Installation has been tentatively scheduled for December 1 with completion by April 1994.
2. Low Voltage bids reviewed. Award may not be made pending decision on re-design.
3. Project authorization for Substations, Low Voltage Distribution and the Primary Distribution Center has been reviewed.

ACTION

25 PLAZA MEMORIAL

1. Design competition for the memorial on the Plaza: The Planning Division originally solicited 6 proposals. 3 artists have been interviewed and 3 **proposals were received on Nov. 12. The 3 proposals are to be presented by the end of this week with selection by early December.**
2. **A memorial Mass will be held on December 9. Family members have been invited to a special luncheon preceding the mass and family participation in the selection of the Plaza Memorial will be discussed at that time. An informal reception is to be held following the Mass in the "Taste of Lower Manhattan" space.**
3. Ground breaking and model presentation is projected for April / 1994 with completion scheduled for summer 1994.

26 MISCELLANEOUS

1. Permanent restrooms are being proposed for the area of the Concourse near the location of the former Nature's Pantry or the former Market Bar. Engineering and Planning working with consultant to "fast track" design and construction with proposed date of completion January 1994.
2. Outdoor restrooms: The Parks Dept. has selected a German vendor (Wall) and Purchasing has provided language which, if incorporated into the purchase contract, would allow us to purchase directly from the manufacturer. Location and number of units is still to be determined.

* **Please address any additions, corrections or deletions to the attention of Fraser Drummond, Hanscomb Associates, Ext. 7733.**

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   - **The rearrangement, reconfiguration and possible relocation of the IC boxes (providing interim interface capability).**
6. **WT staff and Hanscomb are in the process of developing a detailed schedule for all phases and stages.**
7. Pull stations/breakglass and warden phones are to be integrated into the Pyrotronics system. The Engineering Dept. has been authorized to complete Stage I design (sketches and estimate) for transfer. **Status?**
8. **Pyrotronics status meetings being held weekly.**

12 PATH HOOK-UP

1. VE workshop has been tentatively scheduled for mid-January.
2. Current plan is to remove generators on West St. by April / 94.

13 WIRELESS COMMUNICATION (RF) SYSTEM

F.K.

1. A "needs analysis" is required. In the process of retaining a consultant ~~(see Security VP. report for comments).~~

ACTION

14 POCC

1. P.A. Engineering is currently projecting a Spring 1996 completion date.
2. The V.O.A. will be located in this area for the season. **A decision is needed for its location after March 1994.**

15 POLICE AND SECURITY COMMAND CENTER AND SECONDARY OCC

1. Completion is presently being projected for January 1995.
2. Consultants have prepared a design program and are in the process of developing a functional layout for Police review.
3. Resolution of Security VP comments required.

16 T O C C

1. The TOCC functions are now being consolidated at the B1 7-7 desk location. The complete relocation from the Market Bar area is still in progress. **Status?** This will free up the area for the start of demolition in preparation for the construction of the Police and Security Command Center.

17 LIFE SAFETY CONCOURSE PROJECTS

A.S.

1. **Conceptual design is complete. Presently proceeding with contract documents. Woolworths corridor drawings to be issued December 6.**
2. **Project authorization has been prepared for Concourse Circulation Program early action items. Approval will be sought at the December Board meeting. Risk Management and the World Trade Department will be scheduling a presentation to the NYFD.**

18 PLAZA RESTORATION

1. **See Section 01.**

19 ASBESTOS ABATEMENT

1. Work has started on the abatement of A6, A7 (Lobby through 46th floor). Abatement is scheduled for completion Jan. 15, 1994. Re-fireproofing to follow.
2. The 14th and 74th floors will be ready for bid in 1-2 months.
3. **A pre-bid walkthrough was held last week.**

ACTION

20 ELEVATOR MODERNIZATION

F.K.

1. 1 and 2 WTC modernization contracts scheduled for bid by March 1994.
2. Documents for 4 and 5 WTC were sent to a select list of bidders (10 pre-qualified) on September 22 with bids due November 29 and award on or about December 15.

21 CONDENSER WATER

1. **System 7 repairs are underway.**

22 WINDOWS ON THE WORLD

A.S.

1. **8 potential operators were notified to proceed with phase 2. Due Jan.21, 1994.**
2. Environmental Engineering has submitted contract documents for review. Awaiting construction estimate.
3. It is anticipated that the work will be carried out by the "in-house" contractor (ACS). To be started Jan 1 / 94 under the terms of the new contract.
4. **Proceeding with opening of April 1995 (Easter).**

23 66" RIVER WATER LINE

1. Tentative schedules for award are as follows:
   -Interior portion / 4th Quarter 1993 **(bids received)**; Exterior portion / 1st Quarter 1994
2. **Community Board meeting is scheduled for January (exterior portion of water line will be presented).**

24 ELECTRICAL CAPACITY UPGRADE

1. Cable pulling procedures **under review** for structural requirements. Installation has been tentatively scheduled for December 1 with completion by April 1994.
2. Low Voltage bids reviewed. Award may not be made pending decision on re-design.
3. Project authorization for Substations, Low Voltage Distribution and the Primary Distribution Center has been reviewed.

ACTION

25 PLAZA MEMORIAL

1. Design competition for the memorial on the Plaza: The Planning Division originally solicited 6 proposals. 3 artists have been interviewed and 3 **proposals were received on Nov. 12. The 3 proposals are to be presented by the end of this week with selection by early December.**
2. **A memorial Mass will be held on December 9. Family members have been invited to a special luncheon preceding the mass and family participation in the selection of the Plaza Memorial will be discussed at that time. An informal reception is to be held following the Mass in the "Taste of Lower Manhattan" space.**
3. Ground breaking and model presentation is projected for April / 1994 with completion scheduled for summer 1994.

26 MISCELLANEOUS

1. Permanent restrooms are being proposed for the area of the Concourse near the location of the former Nature's Pantry or the former Market Bar. Engineering and Planning working with consultant to "fast track" design and construction with proposed date of completion January 1994.
2. *Outdoor restrooms:* The Parks Dept. has selected a German vendor (Wall) and Purchasing has provided language which, if incorporated into the purchase contract, would allow us to purchase directly from the manufacturer. Location and number of units is still to be determined.

* **Please address any additions, corrections or deletions to the attention of Fraser Drummond, Hanscomb Associates, Ext. 7733.**